

***King County District Court  
Interpreter Web Application  
Interpreter Manual***

***November, 2001***

KCIW Interpreter Manual

11/1/2001

1

## **About the King County Interpreter Web Application**

The Interpreter Web Application (KCIW) was written by Jason Belskus, Web Technology Coordinator for Information and Administrative Services.

The purpose of the application is to allow clerks, administration staff and interpreters to conveniently manage scheduling and assignment of interpreter services. This application should be used prior to scheduling court dates to see if interpreters are already scheduled so that cases can be added to an existing job. It is hoped that the application will assist in reducing the costs of interpreter services by consolidating jobs.

The system is easy to use and automates previously manual functions such as notification of all parties. It allows a user to see at a glance all interpreters needed for a particular language or division and whether or not an assignment has been made. Added functionality in the application allows interpreters to sign up for unassigned jobs.

All regular users of the system, including all interpreters will have their e-mail addresses added to their profile. Divisions will need to allow interpreters access to computers with internet access so they can check their e-mail.

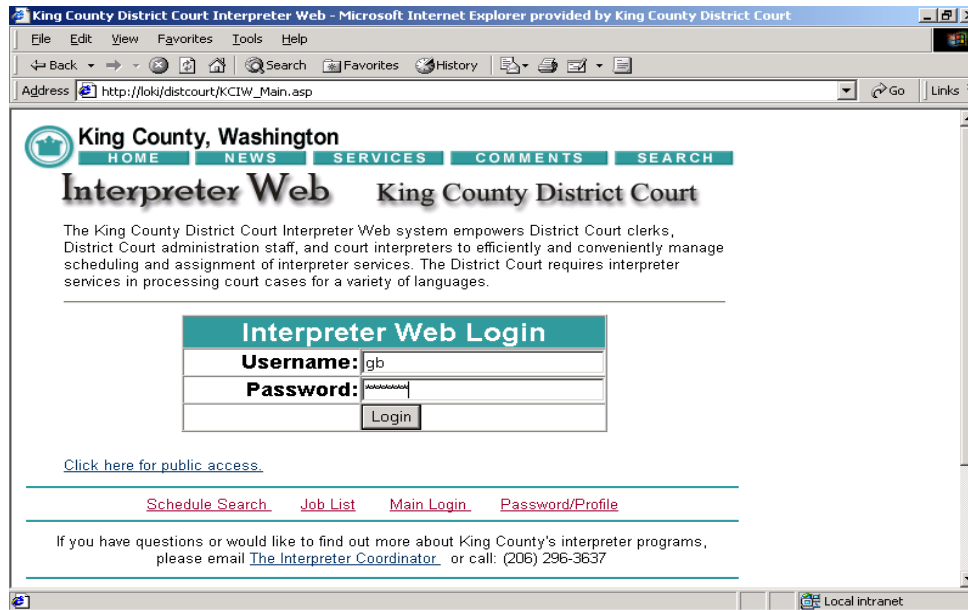
For questions, comments and concerns regarding this program, please contact Heather Smith, Interpreter Coordinator at 206-296-3637 or by e-mail to: [InterpreterCoordinator.KCDC@metrokc.gov](mailto:InterpreterCoordinator.KCDC@metrokc.gov).

## **Glossary of Terms**

Job	One or more cases scheduled at a particular division on the same date and time for the same language.
Job ID	A unique number assigned to each job submitted by a court and a method to look at the detail of the job.
Clerk	A user of the system who can schedule jobs and delete jobs that have not been assigned. A clerk can also delete cases within a job if more than one case is part of that job. A clerk cannot delete jobs that have been assigned.
Administrator	The application administrator can delete jobs where an assignment has been made, can add both interpreters and clerks to the database as users, and assigns jobs to interpreters.
Interpreter	An interpreter who has been assigned a User ID and password by the administrator. This interpreter may be either certified in a certifiable language or is interprets regularly for a non-certified language. This interpreter can sign up through the application for unassigned jobs.
Public	Public access for any interpreter who has not been assigned a User ID and password or a member of the public. This user can view the schedule of jobs available. An interpreter in this category must call the administrator to request an assignment.
Location	The courtroom within a building where the hearing will take place or the physical address of a remote location such as probation.
Job Notes	Notes pertaining to the entire job such as a possible reassignment to a different courtroom.
Notes	Case specific notes such as client has multiple cases.
Client Name	The name of the person requiring an interpreter.
Hearing Type	The type of hearing before the court.

## Accessing KCIW

To begin using the application, open Internet Explorer and point your browser to <http://www.metrokc.gov/common/direct/app/kciw.asp>. Save this location as a favorite (click on Favorites and then Add to Favorites) or place a shortcut to it on your desktop (click on File then Send and Shortcut to Desktop).



Log on with the User ID and password supplied by the administrator.

You will be taken to the Schedule Search screen.

Note the login information in yellow (see example below). This will tell you if you have successfully logged into the system. If the information is incorrect, click on the words Main Login at the bottom of the screen and log on again.

Take a minute to familiarize yourself with this screen. The words "Interpreter Web" at the top of the screen will always return you to the Schedule Search screen.

Navigation tools are present on all screens to move quickly between screens. **Schedule Search** will take you back to the Schedule Search screen. **Job List** will take you either to the entire job list or if you have performed a search for your division, will take you back to that list. **Main Login** returns you to the sign on screen. **Password/Profile** allows you to change your password and update your user profile.

King County, Washington  
HOME NEWS SERVICES COMMENTS SEARCH

**Interpreter Web** King County District Court

Login Info: Name: C Grindle Username: cgrin User Type: Court Clerk

### Schedule Search

Start Date: 10/29/01 ( Use format: mm/dd/yy )  
 End Date: ( Use format: mm/dd/yy )  
 Division: All  
 Language: All  
 Search

[Schedule Search](#) [Job List](#) [Main Login](#) [Password/Profile](#)

If you have questions or would like to find out more about King County's interpreter programs, please email [The Interpreter Coordinator](#) or call: (206) 296-3637

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The first time you log onto the system, you will need to change your password. Click the Password/Profile link. Type in a password and confirm it by repeating the password you just entered. Passwords must be at least 6 characters in length and may have a number. Update any additional information that may be useful to the Interpreter Coordinator. When completed, click the update button at the bottom of the screen. This screen is only used by Administrators of KCIW and is not available to other users of the system.

### User Profile Management

Username: gb  
 Password:   
 Confirm:   
 Email: cathygrindle@hotmail.com  
 First Name: Georgia  
 Last Name: Bush  
 Phone1: 425-337-1344  
 Phone2:   
 Phone3:   
 Fields in red are required.  
 Update Profile

**Registered Languages**  
 German

## Searching in IWA

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**Interpreter Web** King County District Court

Login Info: Name: Georgia Bush Username: gb User Type: Interpreter

**Schedule Search**

Start Date: 10/30/01 ( Use format: mm/dd/yy )  
End Date: ( Use format: mm/dd/yy )  
Division: All  
Language: All  
Search

[Schedule Search](#) [Job List](#) [Main Login](#) [Password/Profile](#)

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The Schedule Search Screen allows searching for all dates or a range of dates, for all divisions or one particular division, and for all languages or one particular language.

To view all cases scheduled in the system with assigned and unassigned interpreters, leave the defaults to today, all divisions and all languages, and click on the search button. (See example above).

You will get a list of all jobs scheduled for all district court divisions, probation offices and custodial facilities. (See below).

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**Interpreter Web** King County District Court

Login Info: Name: Georgia Bush Username: gb User Type: Interpreter

Start Date	End Date	Division	Language
10/23/01	None	All	All

**Scheduled Jobs**

Date	Time	JobID	Duration	Division	Interpreter	Language
10/23/01	8:30:00 AM	95	1 hr	Aukeen	Unassigned	German
10/31/01	9:00:00 AM	92	1 hr	Bellevue	Bush, Georgia	Hungarian
	9:00:00 AM	97	0.5 hr	Federal Way Probation	Unassigned	Norwegian, Bokmal

[Schedule Search](#) [Job List](#) [Main Login](#)

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To select a specific language, drop down the language list or type the first letter of the language and scroll through until you find the language desired and click the search button.

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**Interpreter Web** King County District Court

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Login Info: Name: Georgia Bush Username: gb User Type: Interpreter

Start Date	End Date	Division	Language
10/23/01	None	All	German

**Scheduled Jobs**

Date	Time	JobID	Duration	Division	Interpreter	Language
10/23/01	8:30:00 AM	95	1 hr	Aukeen	Unassigned	German

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The Start Date on the Search screen automatically defaults to the current date. To change the date, click on the start date field and insert the date required in mm/dd/yyyy format. An End Date is not required and if not filled in will return all cases in the future.

To look at cases scheduled in the past, put in a past start date such as 01/01/2001, put in other parameters such as division and language and click on the search button.

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**Interpreter Web** King County District Court

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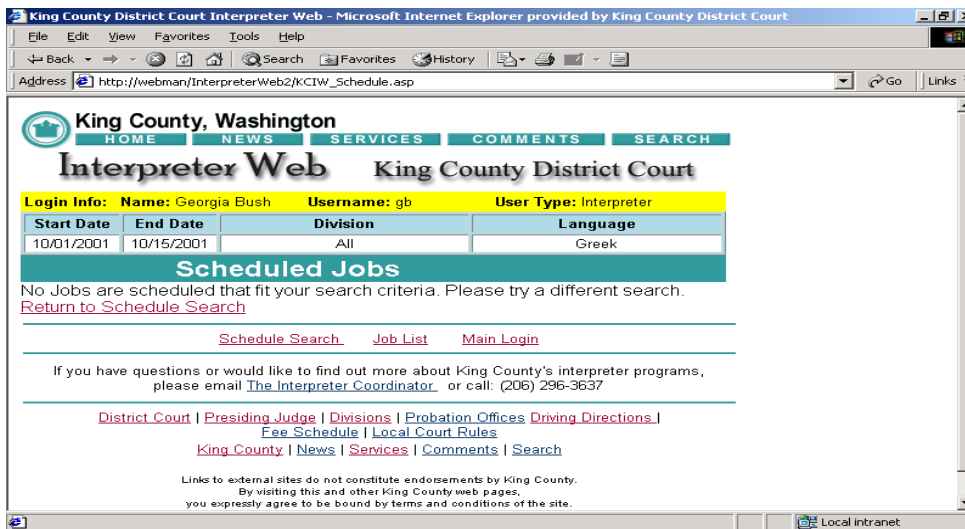
Login Info: Name: Georgia Bush Username: gb User Type: Interpreter

Start Date	End Date	Division	Language
10/01/2001	10/15/2001	All	All

**Scheduled Jobs**

Date	Time	JobID	Duration	Division	Interpreter	Language
10/2/01	8:30:00 AM	70	3 hr	Aukeen	<a href="#">Drummer, Zilgian</a>	Afrikaans
	8:30:00 AM	71	1 hr	Bellevue	<a href="#">Drummer, Zilgian</a>	Spanish
	8:30:00 AM	69	1 hr	Bellevue	<a href="#">Bass, Big</a>	Afrikaans
10/4/01	8:30:00 AM	73	1 hr	Bellevue	<a href="#">Drummer, Zilgian</a>	Spanish
	8:30:00 AM	74	1 hr	Bellevue	<a href="#">Drummer, Zilgian</a>	Mandarin
	8:30:00 AM	75	1 hr	Issaquah	<a href="#">Bass, Big</a>	Afrikaans
10/5/01	10:00:00 AM	66	3 hr	Bellevue	<a href="#">Drummer, Zilgian</a>	Spanish
10/8/01	9:30:00 AM	78	1 hr	Aukeen	<a href="#">Svensen, Sven</a>	Danish

If there are no cases matching your selection criteria, you will receive the following message.

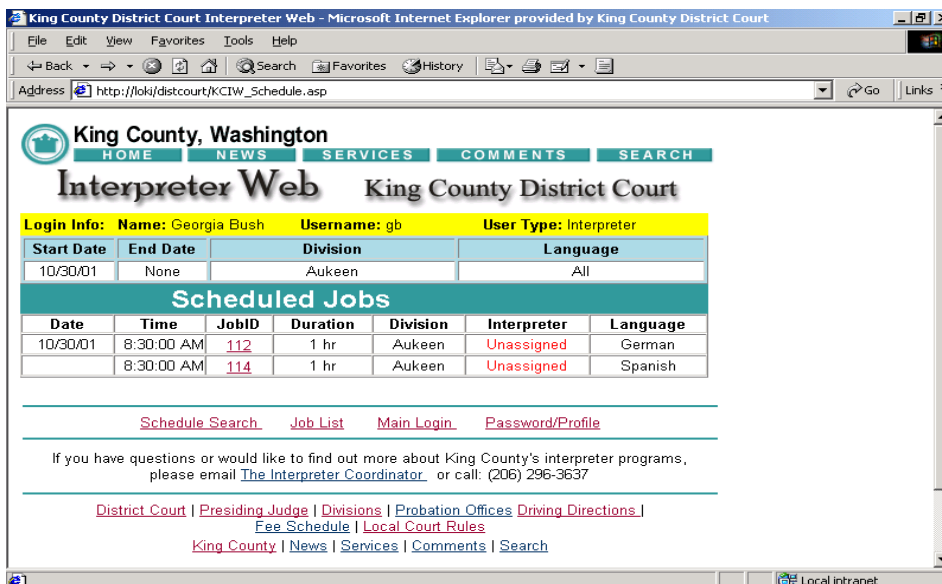


From this screen, you can return to the Schedule Search, view the job list or return to the main login.

## Signing Up For a Job

If you are a regular interpreter assigned to a division, you will automatically be assigned a job and the assignment will come to you via e-mail.

To sign up for a job, search the job list and click on the JobID to take you to the detail of that job:



The job detail includes the case number, location, hearing type and name of the client. If you are approved for a particular language, you will be able to sign up for the job from the detail screen.

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## Interpreter Web King County District Court

**Login Info:** Name: Georgia Bush Username: gb User Type: Interpreter

**Job # 114** Created: 10/30/01 9:04:48 AM Updated: 10/30/01 12:34:01 PM  
 Requestor: Grindle, C By: Grindle, C

**Date:** 10/30/01 **Division:** Aukeen **Job Notes:**  
**Time:** 8:30:00 AM **Location:**  
**Duration:** 1 hr. **Language:** Spanish  
**Assigned:** Unassigned **Interpreter:** None

Job Cases		
ID: 75	Created: 10/30/01 9:04:48 AM	Updated: 10/30/01 12:34:01 PM By: Grindle, C
<b>Case #:</b>	<b>Client Name:</b>	<b>Hearing Type:</b>
11356	Mike so	Contested
<b>Notes:</b>		

[Sign up for this Job now.](#)

[Schedule Search](#) [Job List](#) [Main Login](#) [Password/Profile](#)

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Address: [http://loki/distcourt/SQLProcessor\\_InterpreterSignUp.asp?PersonID=40&JobID=114](http://loki/distcourt/SQLProcessor_InterpreterSignUp.asp?PersonID=40&JobID=114) Local intranet

When you sign up for a job, you will receive an e-mail messages as well as a screen:

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## Interpreter Web King County District Court

**Login Info:** Name: Georgia Bush Username: gb User Type: Interpreter

**You have successfully signed up for this job.**  
 You will receive an email confirming this job assignment within the next few minutes.  
[Return to Job List](#)

[Schedule Search](#) [Job List](#) [Main Login](#) [Password/Profile](#)

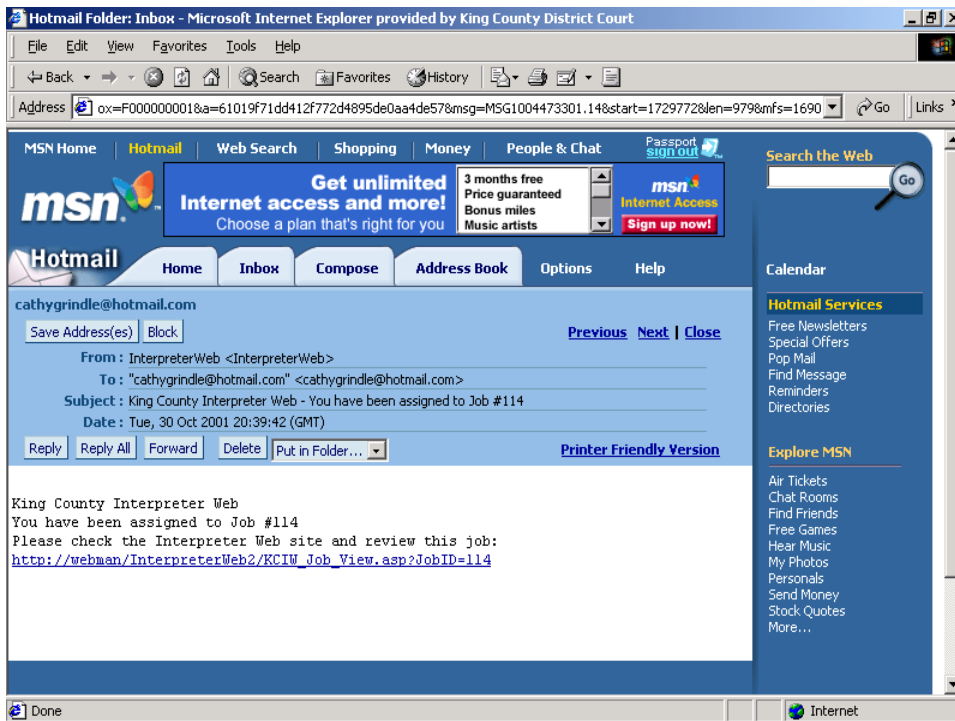
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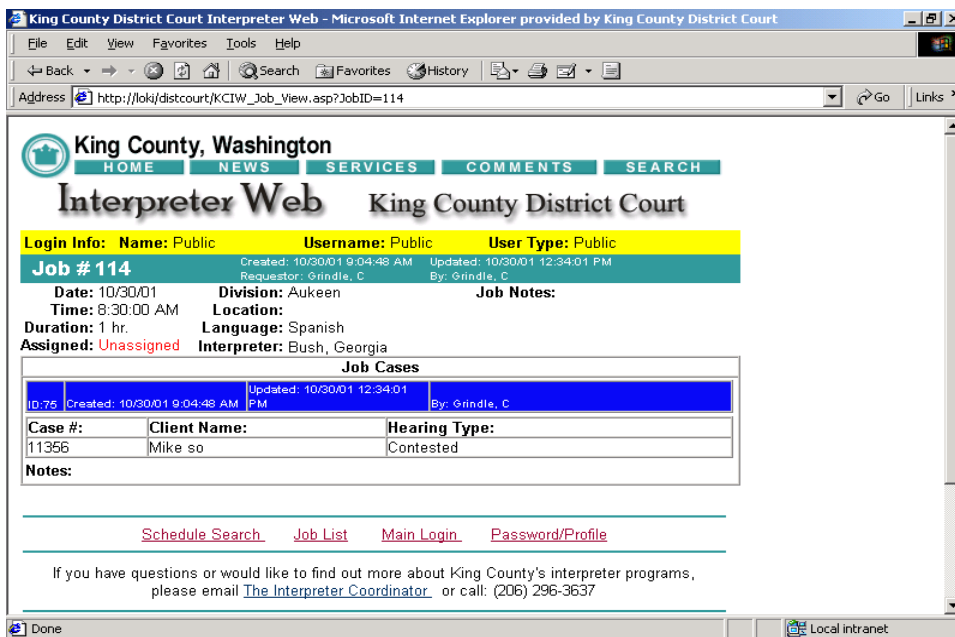
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Address: <http://www.metrokc.gov/services.htm> Local intranet

The e-mail messages gives you the job number and a link to view the specifics about the case:



Click on the link to view the specifics:

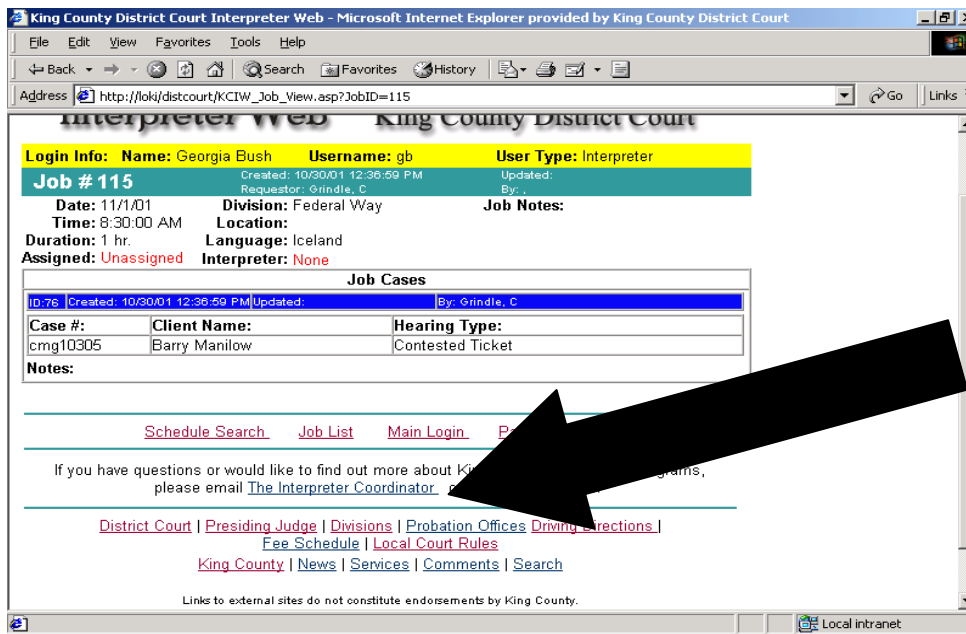


If you are not approved for a language, you will need to contact the Interpreter Coordinator to sign up for the job. To contact the Interpreter Coordinator click on the e-mail link on the bottom of the screen, list the job number you are interested in handling in the subject line and send it in.

KCIW Interpreter Manual

11/1/2001

10



In the event you are unable to accept a job you have either signed up for or have been automatically assigned, contact Heather Smith at 206-296-3637 or e-mail her at [InterpreterCoordinator.KCDC@metrokc.gov](mailto:InterpreterCoordinator.KCDC@metrokc.gov).

## Exiting the Program

When you have finished using KCIW, close the browser to exit the program or return to the main login screen.

A copy of this manual, a link to KCIW and the voucher form can be found on the King County District Court web site at [www.metrokc.gov/kcdc/interpreter.htm](http://www.metrokc.gov/kcdc/interpreter.htm).